

FORMAT FOR INFORMATION CONCERNING DEPARTMENTAL,
INTERDEPARTMENTAL AND PUBLIC ADVISORY COMMITTEES

NAME: _____

1. Date Established:
2. Method of Establishment: / Presidential letter, Secretary's
or Undersecretary's Memorandum,
result of a meeting, etc. /
3. Terms of Reference: / If none formally exist as such,
paraphrase letter or memo which
initiated the Committee. /
4. Membership: / The Chairman by name and office,
the Members by office or unit
represented; for Public Advisory
Committees the Members as well
as the Chairman should be specified
by name and title. /
5. Standing or ad hoc, and if the latter, its reporting date:
6. Title of the Officer whom the Committee advises or to whom it
reports:
7. Staff Arrangements: / Name the Executive Secretary,
Secretary, or Staff Director, if any;
indicate the size of the staff in
numbers of full-time officers,
part-time officers and consultants,
if any; indicate the Department or
office responsible for providing
staff facilities if any; and indicate
the financing arrangements for the
staff, if any. /

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8. Number of Meetings of the Committee itself January 1, 1954 - March 31, 1955:
9. Subcommittees:

list each subcommittee by name; if the name is not descriptive enough, indicate briefly the terms of reference of each. Indicate, for each, whether it meets very frequently, or occasionally, or is inactive. If there are one or two subcommittees of major importance, or if there is a full, across-the-board staff-level or working-level committee (i. e. of "Alternates" or "Deputies"), list them separately and give the eight above items of information about them. /
10. Comments: (Optional)

/Any observations as to how the Committee and its operations might be streamlined or improved; any comments or evaluations which would be useful as background or perspective about the Committee, particularly with respect to the feasibility of its termination (if inactive) or its consolidation with related groups. /